



Miami Township

Request for Qualifications

Criteria Architect Services

For

The Design/Build of Miami Township Fire & EMS Substation

Invitation:

The Miami Township Board of Trustees, of Clermont County, Ohio hereby requests that firms interested in providing professional Criteria Architectural/Engineering services to the Miami Township Fire Department for the project described in this announcement submit statements of qualifications and interest. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents. The Township reserves the right to make its selection solely on qualifications submitted and is not required to conduct a formal interview process.

The Miami Township Board of Trustees intends to contract for Criteria Architectural/Engineering services for construction of a new Fire and EMS substation for the Miami Township Fire & EMS Department. Firms interested in being considered for a contract to provide the required services must reply in writing with a statement of qualification no later than 4:00 pm on December 19, 2014. Statements received after this date and time will not be considered.

Project Definition:

The facility is estimated to consist of a minimum of 7,000 square feet and will be built on an existing 1.1 acre lot that is owned by the Miami Township Board of Trustees. The facility will be located on a lot that will have access to public sewer and water.

Building Location:

Adjacent to the Milford Office Park at:
1375 State Route 131
Milford, OH. 45150
Clermont County Parcel #182405E314

Project Budget:

The total project is estimated not to exceed \$2.5 million in cost. The project will be paid for with existing Tax Increment Financing (TIF) funds.

Statements of qualifications should include information regarding:

- **Relevant Experience of the Respondent: A summary of relevant projects where the respondents firm was the Criteria Architect for public Design/Build projects.**
List no more than six relevant public projects. A relevant project is one which best exemplifies your qualifications for this project:
 - a. Name of project
 - b. Type of building(s)
 - c. Project location
 - d. Total project cost
 - e. Project description
 - f. Project delivery method
 - g. Describe the services your firm provided
 - h. Indicate which team members were actually involved in the project and specify their role.
 - i. Provide a statement acknowledging if the project was completed on time/on budget.
 - j. Provide a few illustrative photographs or renderings, if available.
- The firm's history; education, technical training and experience of owners and key technical personnel;
- The technical expertise of the firm's current staff;
- Ability of the firm to complete the Project, including availability of the firm's staff and other equipment and resources to achieve completion of the project;
- The firm's past performance as reflected in evaluations of previous and current clients with respect to factors such as control of costs, quality or work, and meeting deadlines;
- History of effective scheduling and budget management for projects of similar scale and complexity;
- Identify projects which were re-bid due to estimate, budget, or legal reasons;
- Identify claims, settlements, and litigations that the firm is currently involved in, or which are currently resolved or outstanding;

- Identify the firm's representative that will be assigned to the owner throughout the entire construction process;
- The firm's equipment and facilities;
- Identify the firm's professional liability insurance;
- Identify the use of any Engineering Consultants including their professional liability insurance;

Criteria Architect Scope of Services:

The Criteria Architect shall provide services for each phase of the Design/Build process which includes but is not limited to:

- The Criteria Architect will identify the nature of the project, establish performance goals, and prepare the design criteria for Miami Township to use for the Design/Build project relating to construction of the new Fire and EMS Substation.
- The Criteria Architect's role may be expanded and extended through the Design/Build selection process or may be limited to developing Design Criteria.
- Develop and deliver necessary documents for the "Best Value" Phase of the Design/Build project prior to requesting RFQ's from Design/Build contractors.
- Develop and deliver necessary documents for the RFQ Phase of Design/Build contractor selection process including but not limited to: RFQ Development, RFQ Advertising, RFQ Review and Selection.
- The Criteria Architect may also be required to spend a specified amount of time at the site during the construction phase to ensure that the criteria established is adhered to and ensure quality control.
- Develop and deliver RFP's for the Design/Build contractors selected from a short list of the RFQ's. The RFP created by the criteria architect shall include but is not limited to:
 - A description of the project.
 - The design criteria produced by the criteria architect.
 - A preliminary project schedule
 - A description of any required preconstruction services.
 - A description of any proposed design/build services.
 - The form of the design/build contract.
 - A description of how the guaranteed maximum price shall be determined.
 - A request for pricing proposal including the estimated cost of construction of the project.

The envelope in which the Submittals are delivered must be sealed and clearly labeled on the outside with the Respondent's name and the project identification:

“The Design/Build of Miami Township Fire Substation – Qualification Submittal.”

Should you choose to participate, please submit five (5) paper copies of your Statement of Qualifications to:

Stephen M. Kelly, Fire Chief
Miami Township Fire & EMS Department
5888 McPicken Dr.
Milford, Ohio 45150

Submittal Deadline:

Submissions must be received at the Miami Township Fire Department no later than December 19, 2014 at 4:00 pm.

Reservation of Rights:

Miami Township reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as necessary to verify qualifications.

Nothing in this document shall require the Township to proceed with design and/or construction services.

As required by Ohio Revised Code 153.65-71, responding firms will be evaluated and ranked in order of their qualifications. A formal presentation may or may not be required by any or all firms. Following this evaluation, the Miami Township Board of Trustees may enter contract negotiations with the most highly qualified firm. The township reserves the right to reject any or all proposals in whole or in part.

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